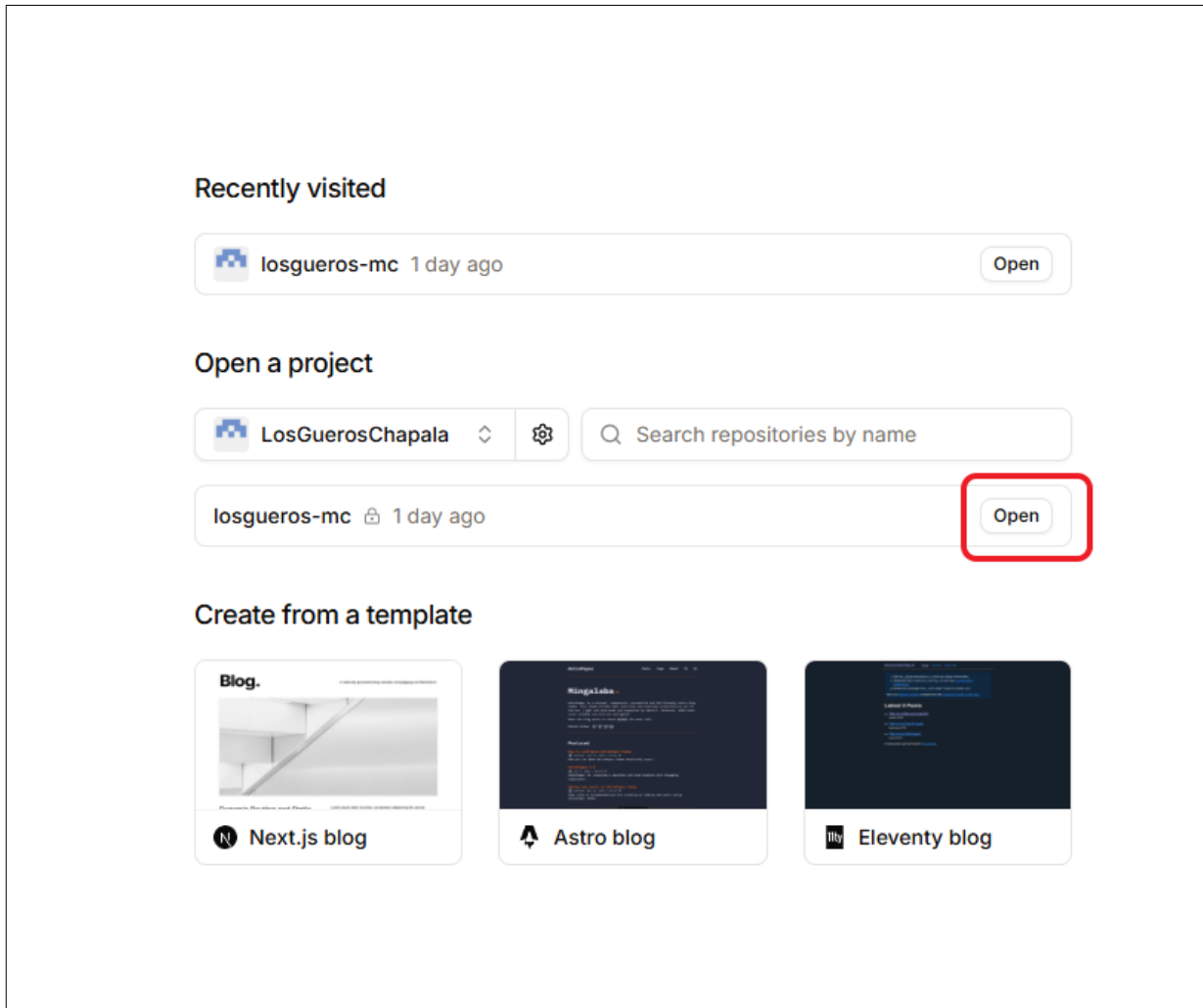


Editing Website Content

This guide explains how to change the words, photos, and videos on the Los Güeros website using **Pages CMS** — a simple editor. You do not need to touch any code.

Logging In

1. Log into Pages CMS at app.pagescms.org.
2. Click the **Open** button next to the **losgueros-mc** project.



Choosing What to Edit

The menu on the left lists every part of the website you can edit. It is grouped into sections:

- **The single pages** — Home, About, Safety, and Contact. Click one to edit its text.
- **Events, Gallery, and Ride Maps** — these hold a list of many entries. Click one to open its list, then click an existing entry to edit it, or use the button to add a new one.
- **The Members pages** — the private members-area pages (Dashboard, Ride Schedule, Documents, Forms, Training).
- **Media** — a storage folder for photos and videos (see the note near the end of this guide).

Click the name of the page you want to change. Its content opens on the right.

The screenshot shows the website editor for 'losgueros-mc'. The left sidebar contains a menu with the following items:

- Content
 - Site settings
 - Events (entries)
 - Gallery (by location)
 - Ride Maps (destinations)
 - Home
 - About
 - Safety
 - Contact
 - Events (page text)
 - Ride Maps (page text)
 - Members (landing)
 - Members: Dashboard
 - Members: Ride Schedule
 - Members: Documents
 - Members: Forms
 - Members: Training
- Media
 - Media
- Admin

The main editing area is titled 'Home' and contains the following sections:

- Hero eyebrow**: Lake Chapala · Jalisco · México
- Hero h1**: Two Wheels,
Many Nations,
One Family.
- Hero sub (Español)**: Dos ruedas, muchas naciones, una familia.
- Hero lead (English)**: A positive motorcycle club based at Lake Chapala, with members from all over the world and a home here in México. Open to every rider.
- Hero lead (Español)**: Un club de motociclismo positivo con base en el Lago de Chapala, con miembros de todo el mundo y un hogar aquí en México. Abierto a toda persona que rueda.
- Hero btn1**: Join Our Family · Únete
- Hero btn2**: About Us · Conócenos

Making Your Changes

Each box has a label above it telling you what it controls, for example *Hero h1*, *Hero lead (English)*, or *Hero lead (Español)*. Click into a box and type your changes.

Two things to watch for:

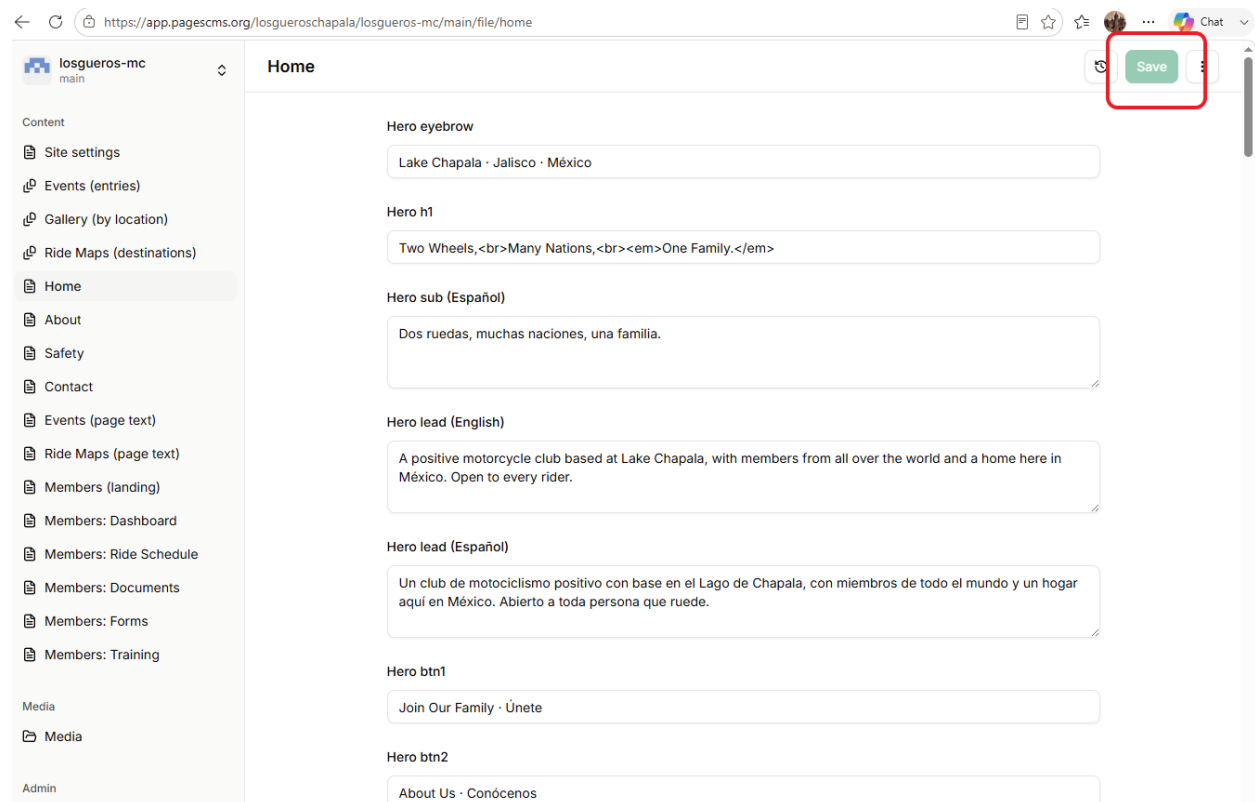
1. **Many fields come in English and Spanish.** Look for the labels marked *(English)* and *(Español)*. If you change the English wording, update the matching Spanish box too, so the two languages stay in sync.
2. **Leave the small code bits alone.** A few boxes contain little tags like `<br>` (a line break) or `<em>...</em>` (italic text). These control how the text is laid out. You can change the words around them, but do not delete the tags themselves or the page may look wrong.

Saving Your Changes

When you are finished, click the **Save** button in the top-right corner.

Your change will **not** appear on the live website right away. The site needs a couple of minutes to rebuild itself. Wait two or three minutes, then refresh the page on **losgueros.com** to see it.

If you still don't see your change, your browser may be showing an old saved copy. Do a **hard refresh**: on a Mac press **Cmd + Shift + R**, on Windows press **Ctrl + Shift + R**.



Adding or Replacing Photos and Videos

To add or change an image on a page, edit **that page** and use its image field. Uploading there saves the file and places it on the page in one step: so you don't have to visit the Media page separately.

A Note About the Media Page

The Media page is just a **storage folder**. Photos and videos sitting there don't show up anywhere on the website until you place them on a specific page.

Because of that, the simplest habit is to add or replace images directly on the page where you want them, rather than from the Media page. It saves and places the file in one step.

Avoid **deleting** anything from the Media page. If you delete a photo that a page is still using, that page will show an empty gap where the photo should be. Only remove something from Media after you've already taken it off every page that used it.

What to Leave Alone

At the very bottom of the menu is an **Admin** section (Actions, Collaborators, Configuration), and at the top is **Site settings**. These control how the website is built. Please don't change them. Editing them by accident can break the site. Stick to the content pages above and you can't go wrong.